

|   |  |  |                    |  |                  |
|---|--|--|--------------------|--|------------------|
| 1. Application Date<br>November 22, 1972  |  | INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. |                    | FOR RECORDS MANAGEMENT DIVISION USE<br>Date Received      Application No.      Date Completed<br>DEC 11 1972    434    DEC 12 1972 |                  |
| 2. Agency Application No.<br>63   |  |  |                    | 4. Person to Contact<br><br>Gene Dally   |                  |
| 3. AGENCY, Division, Subdivision & Administering Office Address<br>Georgia Department of Agriculture<br>Consumer Protection - Dairy<br>19 Hunter Street , S.W.<br>Atlanta, Georgia 30334  |  | 5. Working Title<br>Asst. Div. Director  |                    | 6. Tel. No.<br>656-3625  |                  |
| 7. ACTION REQUESTED<br><input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD;<br>RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION;<br>NO FURTHER ACCUMULATION ANTICIPATED.   |  |  |                    |  |                  |
| 8. Earliest & Latest Dates of Series<br>1960 to Date  |  | 9. Exact Series Title<br>Dairy Industry Licenses and Permits Files   |                    |  |                  |
| 10. What is the function of the office in which this record series is created?<br><br>The Dairy Section administers the Grade "A" Milk Law and the Butterfat Law providing for the Permitting and Inspection of Dairy Farms, licensing and inspection of Dairy Plants, and Ice Cream Plants. It receives application for the Bonding and Licensing of Milk Testers and Haulers. Issues permits for importing milk and milk products into the State; Requires milk Processors and dealers outside the State to file process of service forms with the Secretary of State prior to doing business in Georgia; Reviews and approves or disapproves labels of all Dairy Products sold in Georgia; and samples all Dairy Products. |  |  |                    |  |                  |
| 11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).<br><br>Documents relating to Licensing and Permitting the Sale of Dairy Products in Georgia.<br><del>Documents are:</del> Included are: the following forms (unnumbered)<br><br>Dairy Manufacturers License (no number),<br>Milk and Cream Tester's Permit (no number),<br>Milk and Cream Brokers License (no number), and<br>Grade "A" Dairy Plant License (AG 72-012-065)<br>Application for Grade "A" Dairy Plant License (AG 72-029-077).   |  |  |                    |  |                  |
| Licenses are filed by kind of license and arranged thereunder numerically.  |  |  |                    |  |                  |
| ATTACH SAMPLES OF THE FILE  |  |  |                    |  |                  |
| 12. EQUIPMENT OCCUPIED  |  | No. of Drawers   | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION  |                  |
| Letter-size File Drawers  |  | 1  | 1.5                | 1/2  |                  |
| Legal-size File Drawers   |  |  |                    | In Office(s)   |                  |
|   |  |  |                    | In Storage Area(s)   |                  |
|   |  |  |                    | This Year's  | Last Year's      |
|   |  |  |                    | Preceding Year's   | All Prior Years' |
|   |  |  |                    | AVERAGE DAILY REFERENCES   |                  |
|   |  |  |                    | 1  | 1                |

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

- |   | YES                                 | NO                                  |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

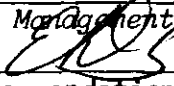
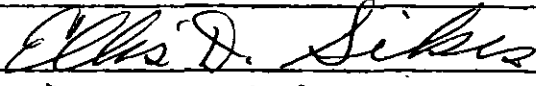
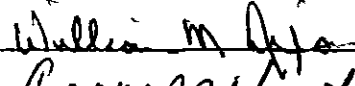
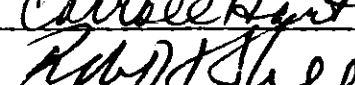
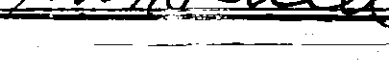
24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER \_\_\_\_\_, then:

- ☒ Hold in the current files area \_\_\_\_\_ month(s)/ \_\_\_\_\_ 2 year(s):  
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):  
☒ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Destroy immediately after cut-off.  
☐ Other: (Specify) \_\_\_\_\_

(Indicate briefly rationale for recommendations above/or write additional remarks):

| Records Management Officer (Signature)  | Date   | OTHER REQUIRED SIGNATURES  | DATE     |
|---|--|--|----------|
|  | 11-22-72   |  |          |
| 26. Recommendations in paragraph 25 are:  | Agency Head/Designee<br><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved        |  | 11-22-72 |
|   | State Auditor/Designee<br><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved      |  | 12-8-72  |
|   | Secretary of State/Designee<br><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved |  | 12-8-72  |
|   | Attorney General/Designee<br><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved   |  | 12-11-72 |

STATE RECORDS  
COMMITTEE